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NOTICE
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MANAGEMENT
17 May 1955

PAPERWORK MANAGEMENT IN CIA

1. The recent Hoover Commission Report on Paperwork Management cited the tremendous paperwork problem throughout the Government. As noted in the Report there are enough Federal records to fill seven buildings the size of the Pentagon. The Government creates and handles some 25 billion pieces of paper each year, spending \$4 billion in the process. The Commission estimates that \$255 million of this sum could be saved by greater emphasis on paperwork economy.
2. We in CIA are singularly obligated to practice paperwork management. Our Agency abounds with records and paperwork. Based on the increase in filing equipment in the past four years, our records volume has risen 266%. Much of this volume is justifiable. Our growth, the nature of intelligence activity, and the extraordinary security measures we must employ result in large records holdings and abnormal paperwork costs.
3. However, these costs can be cut; those records essential to our mission can be maintained more efficiently and economically. The Management Staff is prepared to render service in all aspects of paperwork management, from the creation of a record, through its span as an active document, to its retirement or destruction.
4. Substantial savings are possible through the transfer of inactive and semiactive records from costly office equipment and space to inexpensive, efficient records center storage. The first step to obtain these savings is for each Office to establish a records disposition program.
5. Not enough attention has been given to the potential of paperwork management. Agency management and training programs provide the tools. It's up to us as individuals to apply them. We should constantly be alert for ways to eliminate nonessential forms, correspondence, reports, records, and paper producing procedures. Moreover, let's continually appraise the quality of our paperwork. The rewriting and retyping of correspondence and staff papers add greatly to our paperwork costs.
6. The Director is vitally interested in eliminating nonessential paperwork and preventing the creation of excessive papers which tend to bog down our operations. We should be able to speed up the business of the Agency substantially by constantly striving to improve and reduce our paperwork.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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(Support)